



The Yale Broadcasting Co.
Incorporated

BOX 242A YALE STATION
NEW HAVEN, CONN.
Telephone 5-6284

PROGRAM DEPARTMENT

Inter Office Memorandum

PROGRAM DIRECTOR
ASSISTANT PROGRAM DIRECTOR
ASSISTANT PROGRAM DIRECTOR (ADM.)
ASSISTANT PROGRAM DIRECTOR (OPNS)

NEWS DEPARTMENT
RECORD DEPARTMENT
SPORTS DEPARTMENT
CONTINUITY DEPARTMENT

SPECIAL EVENTS DIVISION
RECORDING DIVISION
SUPERVISORS
CHIEF ANNOUNCER - MONITOR

3/15/48

ATTENTION SUPERVISORS AND ENGINEERS

IT HAS COME TO MY ATTENTION THAT THE ENGINEERS ON DUTY HAVE NOT BEEN SIGNING THE PROGRAM LOG AFTER A COMMERCIAL HAS BEEN READ OVER THE AIR. HEREAFTER, ALL LOGS MUST BE SIGNED. IF THEY ARE NOT SIGNED, THE SUPERVISOR ON DUTY WILL BE HELD RESPONSIBLE AND WILL BE PRESENTED WITH A LIST OF THE UNSIGNED COMMERCIALS WHICH HE WILL HAVE TO GET SIGNED.

SANDY LOUCHHEIM

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PRODUCTION DEPARTMENT

1000 Old Main Building

Yale
1934

Yale
1934